



County Kildare LEADER Partnership CLG



#CES-2476123

KILDARE LEADER PARTNERSHIP, Kildare



Comm Dev Ctr, Meadow Road, Kildare, Co.
Kildare, R51 RF88



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/10/2026



01/12/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Traveller Support worker

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

- General day to day admin duties as they arise
- Maintaining appropriate filing systems
- Helpline cover
- Assisting with administration of inventory
- Compiling minutes of staff meetings
- Updating maintenance records
- Organising maintenance repairs of refuge and outreach centre
- Maintain office policies and procedures
- Ordering office supplies and researching new deals and suppliers
- Maintain contact list
- Providing informal support to clients using the service

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice. Since no job description can detail all the duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

This position is working with Kildare Traveller Action (KTA), Kildare Town and encourages applications from members of the Traveller Community.

or the CE Supervisor: David O' Connor, 086 - 0210160

email: davidoconnor@countykildarelp.ie

- **Sector:** human health and social work activities